



CYNTHIA CHEPKORIR

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Professional Summary

Dynamic professional with a proven track record at Tengecha Boys' High School, excelling in classroom management and curriculum development. Adept at fostering student engagement through innovative lesson planning and effective communication. Recognized for enhancing student performance and promoting teamwork through extracurricular activities, demonstrating a commitment to educational excellence.

Skills / Abilities

- Classroom management
- Lesson planning
- Effective communication
- Team collaboration
- Research skills
- Curriculum development
- Special needs support
- Teacher collaboration

Work Experience

MUMS HOTEL | KIKUYU, KENYA

RECEPTIONIST

05/2024 - 11/2024

- Provided warm welcomes to guests, assisting with check-in upon arrival.
- Administered room reservations through phone calls, emails, and online systems.
- Executed efficient check-out by ensuring precise billing and payment collection.
- Resolved guest inquiries on hotel offerings and nearby attractions.
- Managed complaints quickly while escalating serious issues appropriately.
- Liaised with housekeeping for timely room preparation for new arrivals.
- Scheduled appointments and coordinated room bookings for guests seamlessly.
- Assisted in managing inventory of office supplies and hotel materials effectively.
- Monitored access points to uphold security and confidentiality standards.

TENGECHA BOYS' HIGH SCHOOL

TEACHER

05/2023 - 08/2023

- Administered diverse assessments to gauge student comprehension and provided constructive feedback for improvement.
- Developed lesson plans to engage students in diverse subjects.
- Facilitated research, writing, and editing skills to enhance students' written expression.
- Collaborated with educators across disciplines to align English curriculum with broader educational goals.
- Organized extracurricular activities to promote student involvement and teamwork.
- Maintained classroom discipline to create a positive learning environment.
- Organized events such as poetry contests and author visits to enrich cultural understanding through literature.

INDEPENDENT ELECTORAL AND

- Conducted biometric checks on voter eligibility within Kenya Integrated

BOUNDARIES COMMISSION
POLLING CENTRE CLERK
07/2022 - 08/2022

Elections Management Systems (KIEMS).

- Posted signs and statutory notices, ensuring visibility and clarity for voters at all times.
- Facilitated voting in secrecy by guiding voters to correct ballot boxes.
- Issued ballot papers efficiently to registered voters.
- Participated in training sessions and briefings organized by electoral body.
- Executed additional duties assigned by presiding officer as needed.

ZUKU LIMITED KENYA
SALES EXECUTIVE
05/2021 - 12/2021

- Identified and approached potential customers through cold calling and networking to expand Zuku's customer base.
- Communicated features and benefits of Zuku's services, customizing presentations for prospective clients.
- Negotiated and closed sales deals, consistently meeting or exceeding individual and team sales targets.
- Maintained ongoing communication with existing clients to ensure satisfaction and encourage repeat business.
- Conducted market research to stay updated on trends and customer preferences, providing actionable feedback for product development.
- Prepared regular reports detailing sales activities, customer interactions, and market conditions to support management decisions.

Education

Study Info

International English Language Testing System (IELTS)

08/2025

GPA: Band 7/9

Kisii University

Bachelors of Education Arts in English and Literature with Special needs

12/2024

2nd Class Honors, Upper Division

- Relevant Coursework and Training Programs: Certificate in counseling and Psychology

Saseta Girls High School

Kenya Certificate of Secondary Education

12/2019

Highrise Academy

Kenya Certificate of Primary Education

12/2015

Referees

- Betty Chepkwony, principal of Saseta Girls High School, contacts 0721 428 954
- Geoffrey Macharia, principal of Tengecha Boys' High School, contacts 070-145-4237

Certifications & Licenses

IELTS